

Survey Coordinator Instructions:

Assembling Survey Materials and Administering the Survey

Nebraska Risk and Protective Factor Survey Project

Hello, and welcome to the 2005 Nebraska Risk and Protective Factor Survey Project! We are happy to be collaborating with you for this very important survey. We appreciate your time and effort in coordinating this year's survey administration. We have put together a quick list to help you in preparing for this year's survey. The following instructions outline:

- ❖ The materials you are receiving
- ❖ How to assemble and administer the survey
- ❖ How to follow-up with missing survey information, and return (or mail) completed surveys back to us

We hope that this information will help your preparation go smoother. Please feel free to contact Faith Mills (402-479-5576) or Mary Johnstun (801-842-2682) if you have any questions about this process.

Contents of this Box:

In this box, you will find the materials you will need for the Survey Project. These include:

- Blank **survey booklets** for the students to complete. Please note that your packet may contain Spanish-language survey booklets for distribution to Spanish-speaking students who are unable to complete the survey in English.
- **Advance letter for teachers** informing them of the survey date and the purpose of the survey administration. Please fill in the survey date in the appropriate blank space and distribute these letters to teachers as soon as possible.
- **Instructions for teachers** regarding the survey administration process. Attached to the instructions is a **script** to read to the students at the beginning of the survey class period.
- **School Number Sheets (See packet of brightly colored sheets)** – Each teacher should get one copy of this sheet. Make certain that the teachers know that they need to find this school number so they can properly instruct students on how to enter the number on the survey.
- **Envelopes** (one for each class) in which students should place their completed surveys. Printed on each envelope is the **Survey Summary Form** that each teacher should complete at the end of the survey class period.
- Pre-paid **FedEx shipping labels** with the return address for the surveys and materials.

NOTE: Keep the box that survey materials were mailed in. You will use this box to return the completed surveys to Bach Harrison, LLC.

School Survey Coordination Procedure

The remainder of this information provides an overview of the activities for which the local survey coordinators are responsible.

The typical activities that will be performed by the local survey coordinator include:

- Select date of administration
- Send parent letter
- Send teacher letter
- Train teachers (survey administrators)
- Assemble and deliver survey materials
- Gather and return completed materials

Select Date of Survey Administration

If not yet determined, the survey coordinator will work with local school buildings to set the dates and times of administration. At this time, the survey coordinator will also identify the teachers for the class periods in which the survey will be administered.

The following criteria should be used when selecting administration dates:

- All student surveys in a participating community should occur during a one-week period that falls within the two-week statewide survey period, October 17-28, 2005.
- All student surveys in a given school should occur on the same day and during the same class period.

These scheduling criteria are used to help minimize possible sources of error. For instance, if the student surveys in a particular state are administered over a longer time period than two weeks, seasonal effects may cause differences in responses across the state. Or, if a survey is administered to two or more groups of students in a particular school at different times, the students who have already taken the survey may talk to the students about it and bias their answers.

Although following the above criteria is very important when selecting a date, every effort should be made to select a date and time that is convenient for the participating school.

Send Parent Letter

If you have not already done so, parent letters should be sent approximately one week before the survey date. The survey coordinator should contact each school building and verify that the parent letter was sent home. At this time, the survey coordinator should remind the school to keep a record of students who parents refused participation. This information will be passed on to the teacher (or survey administrator) at the time the survey is administered.

Send Teacher Letter (see attachment)

The survey coordinator should mail or deliver a letter (see attached sample) to each participating teacher so that it arrives approximately one week before the survey date. The purpose of this letter is to inform the teacher of three things: 1) the school has agreed to participate in the study, 2) the survey will take place in the teacher's class, and 3) the teacher will be responsible for administering the survey.

Train Teachers (Survey Administrators)

It is suggested that the survey coordinators make arrangements with each participating school to have a brief meeting (30 minute) with teachers (or other administrator) to train them on administration of the student survey. In addition, a training video segment will be available for survey coordinators and teachers to view via the Nebraska Partners in Prevention website located at www.nebraskaprevention.gov.

During the training, the survey coordinator will review the teacher instructions, script and survey summary form. Questions regarding these documents should be addressed. Copies of these materials are attached to the sample teacher letter.

Assemble and Deliver Survey Materials to Participating Schools

Please examine the materials included in your package of survey materials to ensure that there are enough surveys for the students. Also, check to make certain that there are enough instructions, envelopes, and colored school number sheets for the classes that will participate in the survey. Divide the questionnaires and additional survey materials into groups and create a packet for each teacher. Each teacher should receive enough survey booklets for each participating student in their class, teacher instructions/script, a colored school number sheet, and an envelope with the summary form printed on it.

If you are short any survey questionnaires or other materials, please contact Mary Johnstun at 801-842-2682 immediately and she will arrange to have addition copies shipped to you.

Distribute the packets to each school/teacher at least two days before the survey date. Remind your school(s) of the survey date and survey procedures. Set a date and time in which you will pick up the materials from the school(s). Make yourself available to school staff and teachers to answer any questions about the survey.

Gather and Return Completed Surveys

Go through materials completed on the initial survey date, organize the survey packets, and double-check the information written on the outside of them for accuracy. This step is crucial in verifying the validity of the student survey data that we are receiving from each school district. Please take care to make sure you have the correct survey information from each of the schools and to follow up with individual teachers if necessary.

Check all returned packets for missing information. Double check that all information was filled out on the outside of the envelope. If the numbers written on the outside of the packet do not add up correctly or if a teacher didn't fill out all of the information, follow-up with teachers who have missing or incomplete survey information.

When all packets have been gathered and checked, refer to the following instructions for mailing the packets to Bach Harrison for scanning and reporting:

- Place the completed survey booklets and any unused materials back in the original shipping container.
- Put the enclosed pre-paid Fed Ex mailing label on the container.
- Arrange for a Fed Ex pick-up, or drop the package off at any Fed Ex mailing station.
- Mail the materials to: Bach Harrison, LLC, 116 S. 500 E., Salt Lake City, Utah 84102

Thank you for your help and support!

If you have questions, contact Faith Mills (402-479-5576) or Mary Johnstun (801-842-2682).

Nebraska Risk and Protective Factor Student Survey

Dear Teacher/Survey Administrator:

Our school district has agreed to help with an important study being administered by the Nebraska Health and Human Services System and the Nebraska Department of Education. The purpose of this study is to gather information needed to plan prevention and intervention programs to combat such problems as alcohol and other drug use and violence in our schools and communities. It will also help us judge the effectiveness of our current prevention and intervention efforts.

On _____, 6th, 8th, 10th, and/or 12th grade students in your school will be asked to complete a student survey. We are asking for your help in administering this important study, which will take place during your class period.

Before the survey, please review the following instructions, script and colored school number sheet. You will refer to these on survey administration day.

Thank you in advance for your valuable assistance on this project!

Sincerely,